

# 10 Easy Fixes for Making Content Accessible

## Headings 1

Use heading levels to help screen readers better understand your document structure.

Good

Heading 1  
Heading 2  
Heading 3

Bad

Heading 2  
**Heading 1**  
Heading 3

Good

- Please visit the [Elgin Community College website](#) for more information.

Bad

- Please visit our website at: <https://www.elgin.edu/>
- [Click here](#) to learn more about our college.

## Hyperlinks 2

Write accurate link text that tells the reader where exactly the link will take them. Avoid typing the URL or using words such as "click here, learn more" etc.

## Fonts 3

Use bigger font sizes - 12 to 14 points to increase readability. Use easier-to-read sans serif fonts, such as Arial, Calibri, Verdana, Century Gothic, Futura, Segoe, etc.

## Alt Text 4

Alt text is the written description of what is being visually shown in the document. Alt text is helpful for people who are blind/low vision. Write contextual alt text to convey the meaning or purpose of the image so people using screen readers can understand the image.

## Images 5

Do not use images with text in them. If this is not avoidable, you can add the proper alt text that contains the text inside the image.

## Symbols 6

The screen reader will announce some symbols and skip others. Avoid excessive use of symbols to communicate information.

Good

2021 to 2022  
2021 or 2022

Bad

2021 - 2022  
2021/2022

## Avoid Abbreviations 7

Some screen readers will not understand the context of the abbreviated word. For example, "WHO" can be read as "Who" instead of "World Health Organization." Write "Monday, January 20, 2020" instead of "Mon. Jan 20, 2020."

## Closed Captions 8

Enable captions or subtitles when uploading to YouTube so that people who are deaf or hard of hearing can better understand your video.

## Document Language 9

This enables screen readers to switch to the correct languages ensuring correct pronunciations of words.

## Accessibility Tests 10

By using Microsoft's Accessibility Checker and Grackle Accessibility Checker for G Suite, which is a Google add-on, we can easily and quickly verify that our digital materials are accessible. Accessibility checkers are useful, but manual testing is just as important.



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Community  
College

Bright Choice. Bright Future.

For more information please visit: [elgin.edu/digitalaccess](http://elgin.edu/digitalaccess)